

MADERA COUNTY

X-RAY TECHNICIAN

DEFINITION

Under general supervision, to take and process chest X-rays; to prepare and process chest clinic records; to assist with pre-employment physicals; to read skin tests and prepare patient history records; and to do related work as required.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Takes and processes chest X-rays for chest clinics; exercises proper safety precautions to avoid excess patient exposure to X-rays; prepares patient charts and records for the chest clinic; assembles charts and information for physician examinations; assists with pre-employment physicals including taking height, weight, and administering vision and hearing tests; records information from pre-employment physicals in patient charts and records; reads skin tests and updates patient history records; provides a variety of office and clinic assistance for the Public Health Department.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices used in the operation and basic maintenance of X-ray equipment.
Sound health practices.
Functions and conduct of health clinics.
Medical record keeping.
Office support methods and procedures.

Skill to:

Operate modern office equipment including computer equipment.
Operate X-ray equipment skillfully and safely.

Ability to:

Perform a variety of health and clinic assistance assignments.
Maintain and update a variety of clinic and medical records.
Maintain adequate inventories of supplies and equipment.

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Ability to:

Provide information to others on proper health practices.
Gather information and prepare reports.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years increasingly responsible work experience in operating X-ray equipment and processing films.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in the operation of x-ray equipment.

License or Certificate:

Possession of appropriate certification for the operation of X-ray equipment issued by the State of California.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, and lift 50 lbs.; exposure to chemicals, explosive materials, and biological hazards.

Effective Date: May, 1995